

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Address]

[City, State, Zip Code]

Re: NOTICE TO PRESERVE EVIDENCE - Architectural Copyright Infringement

Dear [Recipient Name],

This firm represents [Architect/Firm Name] ("the Client") regarding a claim of copyright infringement involving the architectural designs, plans, and/or structures located at [Location/Project Name].

We have reason to believe that you are in possession of documents and data relevant to this matter. This letter serves as a formal demand for you to preserve all evidence, whether in paper or electronic form, related to the design, drafting, development, and construction of the aforementioned project.

Items to be preserved include, but are not limited to:

- Hard copies of all architectural drawings, blueprints, site plans, and elevations.
- Original CAD files (including .dwg, .rvt, or .dxf formats) and associated metadata.
- BIM (Building Information Modeling) data.
- Correspondence, including emails, text messages, and internal memos regarding the design process.
- Contracts, work orders, and invoices related to the design or construction.
- Photographs, renderings, or 3D models of the project.
- Logs of access to digital design servers or cloud storage.

You are hereby directed to suspend any routine deletion, overwriting, or destruction of electronic data (including "auto-delete" functions) that may pertain to this matter. Failure to preserve this evidence may result in legal sanctions for spoliation of evidence.

Please confirm in writing within [Number] days that you have taken the necessary steps to implement this litigation hold.

Sincerely,

[Your Name/Law Firm Name]

[Title]

[Contact Information]